

Professional and Managerial Branch
Fiscal and Tax Administration Group
Budget Series

BUDGET COORDINATOR II

09/89

CHARACTERISTICS OF THE CLASS:

Under direction, coordinates expenditures, prepares budget, and supervises payroll activities of assigned department; performs related duties as required.

EXAMPLES OF DUTIES:

Confers with department head and staff to identify and analyze budget needs and establish budget priorities; estimates the operating needs of the department and prepares annual budget subject to administrative and City Council approval; monitors and advises departmental units on budgetary matters; initiates budgetary changes subject to Council approval; reviews staffing table changes to assure availability of funds.

Reviews and processes requisitions for orders, repairs and purchases of materials and supplies; reviews bids and specifications for the purchase of equipment, materials and supplies and makes recommendations; receives, reviews and approves invoices and purchase orders and submits them to the Comptroller for processing and payment; approves the issuance of requisitions to department personnel for the purchase of uniforms and related items; initiates appropriate budgetary changes as required.

Reviews, updates, changes or revises contracts pertaining to rental of buildings, equipment and/or services; reviews and verifies requests for repairs to buildings and equipment; makes recommendations on bids for the purchase and selection of automotive components and supplies; reviews, verifies and prepares requests for Council approval on contracts, bids and travel.

Supervises and assures the timely preparation of the payroll; handles difficult situations involving payroll problems and questions; reviews, signs and forwards injury reports to insurance and benefits section; gathers and provides the necessary information to the insurance carrier concerning employee injuries on the job; attends Industrial Accident Review Board hearing as required.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or closely related field and four years of professional administrative experience, including two years in budget preparation, analysis and administration; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of administrative practices and procedures; considerable knowledge of budgetary practices and procedures; considerable knowledge of the principles of accounting; considerable knowledge of payroll preparation; good knowledge of automated data processing methods and techniques; good knowledge of supervisory techniques standards of conduct and work attendance; good knowledge of the practices and principles of contract preparation.

Ability to gather and analyze budgetary data; ability to prepare accurate budget reports; ability to supervise, train and evaluate assigned personnel; ability to enforce safe working practices and procedures, standards of conduct and work attendance; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials, and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL